

# ANIMAL SERVICES ADVISORY COMMITTEE

## MINUTES

Thursday, January 12, 2023

Office of Animal Services

7315 Muncaster Mill Road, 2<sup>nd</sup> Floor Conference Room

Derwood, MD 20855

### I. Call to Order

7:03 p.m.

**Present In-Person:** Melissa Rubin, Chair, Stephanie Arrington, Vice Chair, Vicky Thomas, Sandra Yuen, Jennifer Hughes, Linda McMakin, Jan Armstrong, Beth Mullen, Maureen Smith, Dr. Roxanne Borrok, Thomas J. Koenig, Dr. Gregory Lawrence, and Bonnie White.

**Present Via Teams:** none

**Staff:** Bonnie White for Trish Ranshaw

**Call to Order:** The meeting was called to order at 7:03 p.m. by Melissa Rubin, Chair

**Handouts:** 11 handouts were emailed prior to the meeting.

### II. Approve December 6, 2022, ASAC Minutes

Melissa Rubin, Chair asked for a motion to approve the December 6, 2022, ASAC Minutes. A motion was made by Jennifer Hughes and seconded by Vicky Thomas. All member voted in favor of approving the December 6, 2022 minutes.

### III. Update of the Operating Budget

7:06 p.m.

Melissa Rubin provided a recap of the CEX Budget Forum on December 14, where she asked for funding for Spay & Neuters which the County Executive was in favor of. A follow up letter was also sent. She inquired with Director Koenig about next steps. Director Koenig said he meets with the County Executive tomorrow, January 13, to review the FY24 Operating Budget and it will be discussed but was still waiting on the proposal. Melissa said she will make sure he gets the proposal.

Melissa also spoke about the subcommittees and the application of the Opens Meeting Act and asked if anyone wanted to make a motion for subcommittees to be open to the public. No motion was made to make the subcommittees public.

### IV. Update from Veterinary Subcommittee

7:21 p.m.

The Chair, Dr. Borrok, provided an update from the Veterinary Subcommittee. The group was focused on gathering information from shelter staff regarding needs, how things are handled, and potential problems. The main thing that came up was staffing, specifically, two veterinarians for a workload that normally would require 6-8 veterinarians. There is also limitation to veterinarians when the assigned veterinary technicians are busy, there is not a lot the vets can get done alone, which poses the question, "Why did the County build a huge facility if not going to hire more?" Dr. Lawrence provided comment on the number and type of staffing in the shelter's veterinary operation. Other items the Committee is working on is public access to spay & neuters, an onsite clinic (a 5-year goal), and animal behavior. Director Koenig provided the Committee a history of the Veterinary operations and its staffing and answered questions about how the behavior team and veterinary operations function and possible alternatives to assist them.

- V. Update from Animal Services Subcommittee** **7:51 p.m.**  
The Chair, Sandra Yuen, provided an update from the Animal Services Subcommittee. She noted that Animal Services encompasses a lot of areas and topics, so they are also gathering information and narrowing down priorities. Director Koenig said that the assigned staff members, Spencer Kelly and Maria Anselmo, are good resources. Jennifer Hughes mentioned that once an 11<sup>th</sup> member is identified, it may be beneficial to split the Animal Services Subcommittee into two groups. There are four candidates to interview for the vacant Foster position and the Committee's nominating committee, Sandra Arrington, Melissa Rubin, Jennifer Hughes and Thomas Koenig will be interviewing as soon as a schedule is agreed upon.
- VI. Strategic Plan** **7:54 p.m.**  
Director Koenig discussed the development process for the strategic plan and outcomes; see handout "Strategic Plan dated 9/22/22". He discussed priorities assigned to various staff members; see handout "Strategic Plan Priorities dated 12/2022. He indicated that Deputy Director, Lex Lepiarz, oversees the implementation of the Strategic Plan and meets twice a month with staff for updates. Jennifer Hughes asked if the Strategic Plan could be prioritized, and Director Koenig said he would try. Stephanie Arrington asked if the Committee could have those updates, Director Koenig agreed..
- VII. Other Business** **8:15 p.m.**  
The Committee Chair, Melissa Rubin asked that communications between the committee and the Director and staff was discussed. Requests and inquiries at the Committee-level should be directed to the Chair and Vice Chair, who will then reach out to the Director. Requests and inquiries at the subcommittee-level can go to the assigned staff members.
- Director Koenig spoke about Canine Influenza, which was the cause of death for several dogs at a privately owned boarding facility. The facility's Commercial License was temporarily suspended until an investigation was completed. As a precaution, all dogs entering the shelter will be vaccinated. Director Koenig stated that the dogs owned by staff and volunteers are eligible to receive this vaccination. These steps are being taken although there is not a widespread outbreak. A news release went out on January 9<sup>th</sup> and other media outlets have picked it up.
- VIII. Public Comment:** **8:26 p.m.**  
Those members of the public in attendance include Susan Rich, Allan Cohen, Bruce Cohen, Virgil Ocampo and Randi Martin. Deborah Kimmel was on Teams for part of the meeting. Susan Rich, Allan Cohen and Bruce Cohen provided public comment.
- IX. Meeting Adjourned** **8:34 p.m.**  
Jan Armstrong moved to end the meeting seconded by Dr. Roxanne Borrok. All voted in favor to end the meeting.